



Kansas Central Repository Operations Bulletin 1-04

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February 2004. This is the first issue of the Kansas Central Repository Operations Bulletin. This document will be published electronically on a quarterly basis to inform criminal justice agencies of policies, rules and technical procedures for the exchange of data with the Kansas Central Repository at the Kansas Bureau of Investigation (KBI). The information presented in this bulletin is intended to assist the criminal justice community in working efficiently and effectively within the Kansas Criminal Justice Information System (KCJIS).

Topics will cover fingerprint records, criminal arrests and dispositions, dissemination of criminal history records, the national Interstate Identification Index (III) and the federal integrated automated fingerprint identification system (IAFIS) databases.

This bulletin is intended to supplement the more general topics presented in the KCJIS Newsletter.

Subscriptions are available upon request to the KBI. Send an email with the name of the recipient, agency and email address to: records@kbi.state.ks.us.

1. Single Fingerprint Card Submission to the KBI.

With the recent automated connection of the Kansas Central Repository to the national integrated automated fingerprint identification system (IAFIS), the KBI no longer mails fingerprint cards to the FBI for either criminal arrest/bookings or for civil record checks. This change means that agencies submitting ink-and-roll fingerprint cards no longer need to send more than one card to the KBI.

Prior to this connectivity, the Kansas Central Repository required submission of two cards for every transaction. One card was held for the archives of the Kansas Central Repository and the second card was mailed to the FBI for the national identification process.

Now all initial submissions from the KBI to IAFIS are made electronically. When printed records are received at the KBI, they are converted to electronic files (equivalent to livescan submissions) and sent to IAFIS over dedicated transmission lines. The only time an ink-and-roll fingerprint card is mailed to the FBI is when the original electronic record is rejected for poor images and the submitter re-prints the subject or applicant. A single card is sufficient for the resubmission as well.

Archive copies of the fingerprint record are now electronic at both the KBI and the FBI, so this function no longer requires any paper cards.

Effective immediately, for those agencies not submitting by livescan, only one ten-print card should be mailed to the KBI for each arrest/booking or civil fingerprint submission/resubmission.

2. Civil Fingerprint Card Resubmissions.

Kansas uses two types of civil fingerprint cards; the FBI Applicant Card (FD 258) and the FBI Personal Identification Card (FD 353). When these civil fingerprint submissions are converted to electronic records at a livescan station or during processing of paper cards at the Central Repository, the reason for the submission is used to categorize the record, and that categorization determines how rejections for unsatisfactory print quality are handled.

Applicant fingerprint cards are categorized into two groups; "Miscellaneous Applicant Civil" (MAP) and "Non-Federal Applicant User Fee" (NFUF). These are FBI designations and are used to distinguish between civil submissions for criminal justice and non-criminal justice purposes.

- **MAP** is the proper designation for record checks of persons being considered for employment by law enforcement or other criminal justice agencies. Records submitted as MAP are processed at both the state and federal level and are not subject to charges or fees by the state or by the FBI.

Examples of proper MAP submissions are applicants for: deputy sheriff, civilian dispatcher in the Police Department communications unit, assistant county attorney, secretary to a district court judge, maintenance staff employed by the jail.

- **NFUF** is the proper designation for all applicant fingerprint cards that do not qualify as MAP. These records are fee-based and may be processed at either the state level or at both the state and federal level. Examples of NFUF submissions that are processed at only the state level are: applicants for municipal license or certification, employees of a private contractor providing emergency dispatch services to the county, prospective employees being backgrounded by the city personnel office, employees of commercial companies.

Examples of NFUF submissions that are processed at both the state and federal level are: applicants for teacher licensing through the Kansas Department of Education, CASA volunteers, applicants for certain sensitive jobs at the State Lottery, licensed liquor distributors, employees and volunteers subject to the National Child Protection Act and Volunteers for Children Act (NCPA/VCA).

When an applicant MAP record is rejected by the FBI for poor quality fingerprint images, a rejection known as the "ERRT" message is sent from the FBI to the KBI and then over NLETS (ASTRA) to the submitting agency. The submitting agency may reprint and resubmit the record as many times as necessary to pass the FBI quality control and obtain the national identification. These same rules apply for Personal Identification (FD Form 353) submissions.

However, an applicant NFUF record can only be resubmitted once. If the FBI rejects the record for poor quality fingerprint images, an ERRT message is sent to the KBI and then a notice of rejection is printed and mailed to the submitting agency. Since NFUF records are fee-based, only one resubmission is permitted by the FBI. If the FBI rejects the resubmitted record, the KBI is notified and KBI staff automatically initiates a name-based check of the national database. That name check response represents the national search and concludes the action.

3. Originating Agency Identifiers (ORI) in Criminal Livescan Fingerprint Records.

Livescan fingerprint records consist of segments that carry administrative information, text data and fingerprint image information. The construction rules and layout of the record have been established by the National Institute of Standards and Technology (NIST). Thus, the livescan record is known as the "NIST message."

The KCJIS NIST Message Map (published by the KBI Records Section) for criminal fingerprint records has four places in which an ORI may be recorded. The segment references (1.07, 1.08, 2.007 and 2.073) can be found in the KCJIS NIST Message Maps and are defined in the FBI's Electronic Fingerprint Transmission Standards document, (EFTS Version 7). The rules for using these segments within the KCJIS environment are as follows:

- **Segment 1.07 Destination Agency Identifier (DAI).** Insert the ORI of the agency to receive the NIST fingerprint record. For all livescan submissions in Kansas, the ORI will always be the KBI's: **KSKBI0000**. When the record is reportable to the FBI, the KBI will reconstruct the message for transmission to the FBI and insert the FBI's ORI in this segment.
- **Segment 1.08 Originating Agency Identifier (ORI).** Insert the ORI of the agency that owns the livescan or cardscan device that is creating and transmitting the message. For example, if the Sedgwick County Jail is booking a person arrested by the Kansas Highway Patrol, the ORI in this field will be the Sedgwick County Jail's.

When the record is reportable to the FBI, the KBI will reconstruct the message for transmission to the FBI and insert the KBI's ORI in this segment.

- **Segment 2.007 Send Copy To (SCO).** An optional segment that can contain up to nine ORI. Any agency identified in this segment will be sent an electronic response after identification by the KBI. Using the above example of the Sedgwick County Jail booking a KHP arrestee, the KHP ORI would be entered in the SCO segment.

If the record is forwarded to the FBI, the results of the FBI's identification will also be sent to each of the ORI listed in the SCO segment. All responses will be sent via NLETS (ASTRA).

- **Segment 2.073 Controlling Agency Identifier (CRI).** This is a mandatory segment that must contain the ORI of the agency submitting the record. This ORI will be used by the KBI and the FBI to identify the submitting agency. The CRI segment can hold more than one ORI, but only one ORI is currently permitted; the second and third entries are reserved for future use and are not now used.

The submitting agency is defined as the agency that is causing the record to be made. If the agency causing the record to be created is not the agency that is physically creating the record, only the ORI of the agency causing the record to be created (the submitting agency) is included in this segment. In this case, the agency creating the record will not be found in this segment.

For example, a criminal arrest fingerprint record is created in the Sedgwick County Jail for a subject arrested by the Caldwell Police Department. The Caldwell PD ORI will be placed in 2.073 and the Sedgwick County Jail ORI will not be used. If the Jail wants to receive a copy of the identification messages from the KBI and FBI, their ORI will be placed in one of the nine field positions in the SCO segment (2.007).

The ORI in this segment will also be sent identification results messages by the KBI and the FBI over NLETS (ASTRA).

Examples using all four ORI segments. Segment 2.009, *Originating Agency Case Number (OCA)*, is included in these examples to show how local case numbers can assist the agencies receiving the identification messages keep track of the information received:

Example 1: <i>Subject arrested by Olathe PD and booked at Johnson County jail</i>					
Segment:	1.07	1.08	2.007	2.009	2.073
Content:	KBI ORI	Johnson County Jail ORI	Johnson County Jail ORI	Olathe PD Arrest Case Number	Olathe PD ORI
Meaning of the entry:	The record is to be transmitted to the KBI	The record is being transmitted from the Johnson Co Jail's livescan	The KBI and FBI identification responses will be sent to the jail	Included to assist Johnson Co Jail track the record	Olathe PD "owns" the record and will receive the ident messages from the KBI and the FBI.

Example 2: *Subject arrested after joint investigation by KHP and Topeka PD and booked at Shawnee County jail. Topeka PD will complete the criminal investigation and pursue prosecution.*

Segment:	1.07	1.08	2.007	2.009	2.073
Content:	KBI ORI	Shawnee County Jail ORI	Shawnee Co Jail ORI and KHP HQ ORI	Topeka PD Arrest Case Number	Topeka PD ORI
Meaning of the entry:	The record is to be transmitted to the KBI	The record is being transmitted from the Johnson Co Jail's livescan	The KBI and FBI identification responses will be sent to the jail and to the KHP HQ	Included to assist all participating agencies track the record	Topeka PD "owns" the record and will receive the ident messages from the KBI and the FBI.

Example 3: *Subject booked after conviction in Topeka Municipal Court. The subject was summoned to court and had not been arrested or booked prior to his appearance at Municipal Court.*

Segment:	1.07	1.08	2.007	2.009	2.073
Content:	KBI ORI	Topeka Municipal Court ORI	No entries	No entry	Topeka Municipal Court
Meaning of the entry:	The record is to be transmitted to the KBI	The record is being transmitted from the Municipal Court's livescan	Other than the Municipal Court, no other agencies want to receive the identification message from the KBI	The Municipal Court has chosen not to add the court case number to this message.	Topeka Municipal Court "owns" the record and will receive the ident message from the KBI.

4. Rules for Entering the Subject's Name in the Kansas Computerized Criminal History (CCH) Database.

In order to standardize electronic data exchange between Kansas and the national criminal records databases, the Central Repository at the KBI has recently adopted the same rules for name construction as are used by the FBI (EFTS manual, Version 7). When submitting arrest fingerprint records or Kansas Disposition Reports (KDR), please use the following rules for name construction:

- Last Name – Only alpha characters (the letters "A" through "Z"), spaces and hyphens are permitted.
- First Name – Only alpha characters and spaces are permitted.
- Middle Name – Only alpha characters and spaces are permitted.
- Suffix Name – Only alpha characters are permitted.

Apostrophes, periods, commas and numbers are not permitted in any of the name fields.

Monikers are not transmitted to the FBI, so the rules of construction are more flexible. Alpha characters, numeric characters ("1" through "0"), spaces and hyphens are all permitted in the moniker field.